

County Road Administration Board Washington Management Service Job Announcement

Intergovernmental Policy Manager

Salary: \$58,400 - \$90,750 DOQ

Position Objective:

This position provides policy-level advice and input to the Agency Director and Deputy Director as well as providing portions of the statutory oversight of Washington's thirty-nine county road departments and insuring county road department accountability by developing and disseminating information, and providing support and training to enable the county road departments to comply with requirements of state statutes and administrative rules. This position works with the legislature, counties, cities, WSDOT, and others in developing a visionary transportation system that is effective for all citizens and businesses in the State of Washington. The position also monitors and occasionally drafts legislation and develops administrative rules. This position requires the exercise of considerable independent judgment regarding matters that have major fiscal and operational impacts on county road departments.

Knowledge and Skills Required:

This position requires 10 years of county public works department management or equivalent experience, including 5 years of departmental executive experience, and licensure as a Professional Engineer in the State of Washington.

This position requires thorough knowledge of the principles and practices of civil engineering, county road department engineering practices, *county road department administrative and budgetary practices, and risk management.

This position also requires knowledge of: *county road department budgets, annual and six-year road programs; *county day labor laws and practices; *Revised Code of Washington (RCW) and Washington Administrative Code (WAC) as they relate to the operation of state agencies and county road departments; current CRABoard policies and priorities; all modes of transportation affecting county road departments, including roads, bridges, ferries, transit, bicycles, and pedestrians; all phases of project development and implementation, including planning, programming, fund management, design, and construction; *state and federal program laws and requirements; *state and local transportation financing; *policy development; management techniques; *local government issues; *legislative and committee operations.

This position also requires the ability to: *assist professionals engaged in diverse and highly technical activities; *build consensus with multiple organizations including federal, state, city and county governments, Indian Tribes, and other governmental organizations; *develop policies with impacts affecting all modes of transportation for internal and external implementation, including all thirty-nine counties and the citizens living within them; *develop strategic plans with long term impacts; *identify funding sources and develop distribution methods; *prepare briefings and reports; *provide legislative testimony; *motivate through exemplary leadership, coaching, and communicating; *interpret complex and sometimes technical laws and regulations, negotiate acceptable solutions to difficult problems and accommodate the needs of a variety of interests; *present ideas effectively, through excellent speaking and writing skills; *interpret highly technical engineering matters for policy makers; *respond to requests for information from elected and appointed officials regarding laws, regulations, and policies pertinent to county road departments.

Principal Responsibilities:

- Develop policies with internal and external impacts affecting the thirty-nine counties, state and federal agencies, and cities, affecting all modes of transportation
- Develop strategic plans with long-term impacts to facilitate positive visionary change in the counties.
- Represent agency on various local, state, legislative and federal committees with advisory, policy, and regulatory responsibilities, including principal interface between county road departments and state and federal regulatory agencies on funding, labor/union, environmental, natural resource and right-of-way issues and advocate visionary changes in the state transportation system to improve cost-effective delivery in services for the citizens and businesses in the State of Washington.
- Liaison with the Attorney General on Standards of Good Practice and legal interpretations of statute applicable to county road departments.
- Provide expertise on organizational development at the request of county road departments and county commissioners.
- Analyze local transportation issues and suggest solutions and projects for funding consideration by local agencies and/or recommend statutory changes to assist counties in achieving their transportation needs.
- Direct the development and implementation of CRAB WAC rules requiring that county road departments operate in reasonable compliance with applicable state laws and CRAB regulations.
- Evaluate policy administration and delivery processes to improve efficiency and effectiveness.
- Research, analyze, organize, and prepare reports and information concerning county road operations for presentation to transportation policy makers at the local, state, and national level.
- Provide testimony and information at legislative committee hearings and to legislators and legislative staff on behalf of the Executive Director on matters relating to transportation.

For application package, please contact Karen Pendleton at 360.753.5989 or Karen@crab.wa.gov.

Position closes June 19, 2003.